

JOB OPPORTUNITY
NOW HIRING



California State Auditor
Bureau of State Audits

STAFF SERVICES MANAGER I (Specialist)
(Three Positions Available)

RETIRED ANNUITANT

(40 hours per week / January 18, 2010 to September 30, 2010)

4800/JY15

SALARY RANGE: \$5079 - \$6127

DUTIES: Under the specific direction of senior auditors working as members of the Applicant Review Panel (panel) or senior audit staff from the Bureau of State Audits (bureau), the Staff Services Manager I assists in a variety of administrative tasks related to the process for selecting commissioners for the Citizens Redistricting Commission as required by Voters FIRST Act. The tasks are directly related to the functions of the panel as defined and described in the Act and in regulation. Duties include, but are not limited to:

- Responding to emails and telephone calls regarding the application process, as a primary point of contact.
- Attending frequent meetings, both public and non-public, where the activities of the panel are conducted.
- Complying with the Bagley-Keene Open Meetings Act, participating in panel hearings including the preparation of hearing agendas, maintaining specific information regarding all applicants or individual applicants, and additional review and analysis as required by the panel members.
- Coordinating with the bureau's staff if additional assistance is necessary.
- Organizing and maintaining a comprehensive review and correspondence binder related to applications and the application process.
- Responding to inquiries, including requests for information under the Public Records Act, by telephone, e-mail, mail, and facsimile, maintaining a contact and distribution log and corresponding with applicants.
- Handling and distributing written comments, statements, and letters of recommendation from e-mail, Web site, mail, or facsimile; maintaining binders and/or files of the documents received; and, redacting and scanning documents regarding individual applicants into linked files to the specific applicants.
- Scheduling for and participating in the interviews for approximately 120 applicants including taking notes on each individual interview, maintaining individual applicant files, and assisting the panel members in the selection of the most qualified applicants.
- Travel as specified by the panel members.
- Assisting the panel in creating and maintaining timelines.

DESIRED QUALIFICATIONS:

- Strong organizational and communication skills
- Ability to work independently and in a team environment.
- Ability to handle multiple tasks and prioritize work.
- Possess excellent attendance and punctuality record. (Must be dependable and reliable.)
- Knowledge of Windows-based Microsoft Word, Excel, Access and PowerPoint.
- Ability to communicate and work effectively with all levels of the organization, legislative staff, and the public.
- Ability to work with priorities/deadlines that are subject to frequent change and ability to work under pressure.
- Ability to maintain confidentiality, exercise sound judgment and discretion, and maintain a professional demeanor with both colleagues and members of the public.
- Possession of all 960 hours of eligibility for FY 09/10.

DURATIONS OF POSITION: The duration of this position is dependent upon the number of applications received by the State Auditor for the position of commissioner on the Citizen's Redistricting Commission. Under no circumstances shall the position exceed statutory limits of 960 hours in a fiscal year. The State Auditor reserves the right to terminate one or more of the three positions being offered if the volume of applications is insufficient to warrant maintaining one or more of the positions.

TO APPLY, please send completed state application (std. 678) to:

Location

Bureau of State Audits
555 Capitol Mall, Suite 300
Sacramento, California 95814

Contact

Lynne Gaal
(916) 445-0255

FINAL FILING DATE: UNTIL FILLED

SELECTION PROCESS: All applications will be subject to screening and only those applicants appearing most qualified will be interviewed. Professional references may be requested of the applicants selected for interview. The appointment will be made in accordance with applicable personnel laws and rules.

Upon appointment, all employees of the bureau are subject to **fingerprinting and having a background check conducted.**

All Bureau of State Audit employees are excluded from collective bargaining.

EQUAL OPPORTUNITY TO ALL REGARDLESS OF RACE, COLOR, RELIGIOUS CREED, NATIONAL ORIGIN, ANCESTRY, SEX, MARTIAL STATUS, DISABILITY, POLITICAL AFFILIATION, AGE, OR SEXUAL ORIENTATION

IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE BECAUSE THE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.